

## FOUNDATION OF ADMINISTRATIVE JUSTICE

Policy D-4

*Last Updated: April 13, 2009*

### Course, Exam & Conference Fees & Cancellations

Fees: Course and exam fees (regular and custom) will be set by the Executive Director to ensure cost recovery for the Society. Conference fees will be set by the Conference Committee. All fees will become official when approved by the Board.

GST: GST is charged on all course, exam and conference fees.

A Platinum or Silver member (organization) will not be charged GST if the organization provides a GST exemption number.

Affiliate members and non-members GST will be charged on all fees.

Payments: Payment should be submitted with the registration form. The Society will accept payment for fees by cash, cheque, VISA or MasterCard.

A Platinum or Silver organization member may request to be invoiced for fees, if the payment can be received before the course or conference begins.

The individual is responsible for the fees and GST. FAJ will not invoice an organization or employer on behalf of an individual (non-member or affiliate member).

FAJ must receive payment of the fee before the course or conference begins. Individuals may not receive confirmation of registration if fees are not paid.

If an organization is invoiced and does not pay in a timely manner, the Executive Director may refuse to register other participants from the same organization until the invoice is paid.

Interest: FAJ will charge interest at the rate of 2% per month on any outstanding balances. Invoices will reflect the interest charge.

Cancellations: (effective January 1, 2008)

You can substitute another person at no additional charge until the course begins.

If you register and need to cancel:

- more than 21 days before the event – we keep \$100.00 non-refundable administrative fee and return the balance in a refund or credit voucher (good for 1 year on any other FAJ event)
- 21 days or less before the event – the full registration fee is non-refundable and non-transferable, but you can substitute a person until the course begins.

FAJ reserves the right to cancel any event it deems necessary and, if so, will fully refund all registration fees but is not responsible for any other costs or expenses.